

FOR : Chief, Finance Division/Comptroller's Office  
Payroll and Agent Service Section  
Chief, Benefits and Casualty Division/Pers.

6 February 1956

Payroll Deductions

1. Payroll deductions, for premium payment of hospitalization and/or life insurance (Codes 3 and 7), are made from salaries of employees paid from Unvouchered Funds.

2. In the future please do not deduct any premiums for hospitalization and/or life insurance (Codes 3 and 7) if employee's final pay check is issued at a date later than one pay period after resignation date.



25X1

SENDER WILL CHECK CLASSIFICATION ON TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<i>Mr.</i> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 40px; vertical-align: middle;"></span>		
2			
3			
4			
5			
6			
<input type="checkbox"/>	<b>ACTION</b>	<input type="checkbox"/>	<b>DIRECT REPLY</b>
<input type="checkbox"/>	<b>APPROVAL</b>	<input type="checkbox"/>	<b>DISPATCH</b>
<input type="checkbox"/>	<b>COMMENT</b>	<input type="checkbox"/>	<b>FILE</b>
<input type="checkbox"/>	<b>CONCURRENCE</b>	<input type="checkbox"/>	<b>INFORMATION</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>PREPARE REPLY</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>RECOMMENDATION</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>RETURN</b>
<input type="checkbox"/>		<input type="checkbox"/>	<b>SIGNATURE</b>
<b>Remarks:</b> <i>I talked with P/R on this. Sometimes a person receives a pay check 4, 5, 6 or even 1 yr after resignation at which time they deduct funds. We have already issued refund &amp; this means another refund.</i> <i>W</i>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>			<b>DATE</b>